

AIR FORCE PERSONNEL CENTER

**FILL/RECRUIT RPA CHECKLIST
REFERENCE GUIDE**

MAY 2005

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A. POC Data. Self-Explanatory

B. Position Checklist

(Optional) RPA Action Requested: Enter the date you requested this action.

(Optional) RPA PROPOSED Effective Date: Enter the date you wish this action to be effective.

B1. Is new/revised Core Personnel Document (CPD) being submitted? If yes, forward the RPA with proposed CPD to your servicing classification specialist and attach classification questionnaire to RPA for support.

B2. Is signed CPD available? Self-Explanatory: Is the signed CPD available in PARIS, is the signed CPD attached to the RPA, or has the signed CPD been faxed to the appropriate individual. Check the appropriate box.

B3. Will the position be filled as developmental? Are the signed CPDs available in PARIS (if so, include PARIS document number; are the signed CPDs attached to the RPA; or have the signed CPDs been faxed to the appropriate individual. Check the appropriate box. Developmental positions require coordination with Classification to ensure the position is built at the proper grade level.

B4. Will a new position build or correction to DCPDS position data be required? If there are changes in data elements such as PEC, FAC, UMD, AFSC, etc. you must identify those changes in this checklist. If this involves changes in data elements, the RPA must be routed through your servicing classification specialist so the changes in data element can be entered in DCPDS.

For the establishment of a new position, the RPA must also be routed through your servicing classification specialist for the creation of a new position build in DCPDS.

C. Position Information

C1. CPD Number (formerly the Civilian Position Control Number [CPCN]) – The CPD Number is the number assigned to a core doc. Normally you will just see the 5 basic CPD numbers; however sometimes the classifier will enter the Civilian Personnel Office ID (CPOID) e.g., “9P,” followed by the CPD Number, e.g., “12345.” In DCPDS, you will see the CPD Number followed by a sequence number. The sequence number is system generated and is automatically assigned when a position is built in DCPDS.

The CPD Number can be found on the cover sheet of the core doc. See yellow highlight in sample below.

NIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	

CLASSIFICATION: BRAC Staff Analyst, GS-0301-13
DUTY TITLE:

ORG & FUNC CODE: CSY - Command and Staff
1ST SKILL CODE: 75% [AKMSVC](#) Resource Management
2ND SKILL CODE: 25% [ARLPLN](#) Program Analysis/Planning
3RD SKILL CODE:

CLASSIFIED BY: HQ AFPC/DPKD

CLASSIFIER'S SIGNATURE _____ 25 February 2003
DATE

SUPERVISORS CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR:

SUPERVISOR SIGNATURE _____ DATE

PERFORMANCE PLAN CERTIFICATION:
Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

C. Position Information (Continued)

C2. Classification or Official Position Title. Provide the classification title of the position. The title can be found in the core doc (see sample below highlighted in yellow) next to CLASSIFICATION. Do not use the duty title on the checklist.

C3-5. Self-Explanatory

C6. Fill Position as Developmental? Self-Explanatory. Note: Centrally managed positions are normally filled at the target grade. However, if management desires to fill a centrally managed position as developmental, approval must be obtained from the respective Policy Council Chair through the Career Field Management Team (CFMT). This approval must be obtained prior to submitting the RPA to AFPC.

C7. If Developmental, PP/SRS/GR to fill. If management makes a decision to fill the position as a developmental, indicate the pay plan, series, & grade of the level that management desires to recruit and fill the position. For example, if management desires to fill the position identified below as a developmental GS-11 target GS-13, the appropriate PP/SRS/GR to enter here is GS-0301-11. It's important to note, that if filling as a developmental, you must attach the developmental and any interim grade level core docs for the position. In the example above (GS-11 Target GS-13), you would have to include the core docs for the GS-11, GS-12, & GS-13. If none are available, you must work with your servicing classifier to develop these core documents. Developmental positions require coordination with Classification to ensure position is built at the proper grade level.

C8. Full Performance PP/SRS/GR. Provide the full performance level pay plan (PP), series (SRS), and grade (GR) of the position. The title can be found in the core doc (see sample below highlighted in green) next to the Official title. The full performance level is also identified in the TARGET GRADE area (highlighted in green below).

C9. Self-Explanatory.

AIR FORCE CORE PERSONNEL DOCUMENT			
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13			
DUTY TITLE:			
ORG & FUNC CODE: CSY - Command and Staff			
1ST SKILL CODE:	75%	AKMSVC	Resource Management
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning
3RD SKILL CODE:			
CLASSIFIED BY: HQ AFPC/DPKD			
CLASSIFIER'S SIGNATURE		25 February 2003	
		DATE	
SUPERVISORS CERTIFICATION:			
I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
SUPERVISOR:			

C. Position Information (Continued)

C10. Position Sensitivity - Normally, the authority to designate position sensitivity is delegated from commanders to first level supervisors. Therefore, your responsibility is to ensure sensitivity designations of positions under your supervision are correct and consistent with security access requirements (SAR Codes) on the Unit Manpower Document (UMD). There are three types of sensitivity designations:

1. Critical Sensitive
2. Non-Critical Sensitive
3. Non-Sensitive

Security Access Requirements: The Unit Manpower Document (UMD) identifies the security access requirement (SAR) for both military and civilian positions.

The Position Sensitivity Level can be found on the cover sheet of the core doc: See yellow highlight in sample below:

AIR FORCE CORE PERSONNEL DOCUMENT			
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
JOB SHARE:	N	CAREER Field ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	DRUG TEST:	No
		POSITION HIST:	
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13			
DUTY TITLE:			
ORG & FUNC CODE: CSY - Command and Staff			
1ST SKILL CODE:	75%	AKMSVC	Resource Management
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning
3RD SKILL CODE:			
CLASSIFIED BY: HQ AFPC/DPKD			
CLASSIFIER'S SIGNATURE		25 February 2003 DATE	
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SUPERVISOR:			
SUPERVISOR SIGNATURE		DATE	
PERFORMANCE PLAN CERTIFICATION:			
Rater/Supv.			
Date			
Reviewer			
Date			
Employee*			
Date			

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

C. Position Information (Continued)

C11. Self-Explanatory

C12. CFID – Career Field Identification. There are 22 Career Fields (shown below).

Career Field ID	Career Field Name	Career Field ID	Career Field Name
2	Services	H	Chaplain
3	Instructional Systems	J	Legal
4	Foreign Area	K	Scientist & Engineer
6	Medical	L	Safety
7	History and Museum	N	Logistics
8	Security	P	Personnel
9	OSI & IG	Q	Contracting
B	Public Affairs	R	Program Management
C	Financial Management	W	Weather
D	Civil Engineer	X	ART Officer
E	Comm Computers and IM	Z	Unknown
G	Intelligence		

The CFID is found on the cover sheet of the Core Personnel Document (CPD): See yellow highlight in sample below. The CFID can also be obtained from the Civilian Force Management Directorate Web Site <http://www.afpc.randolph.af.mil/cp/quick/cp-index.htm> or you can obtain it from the CFID Matrix.

AIR FORCE CORE PERSONNEL DOCUMENT			
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13			
DUTY TITLE:			
ORG & FUNC CODE: CSY - Command and Staff			
1ST SKILL CODE:	75%	AKMSVC	Resource Management
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning
3RD SKILL CODE:			
CLASSIFIED BY: HQ AFPC/DPKD			
		25 February 2003	
CLASSIFIER'S SIGNATURE		DATE	
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SUPERVISOR:			
		DATE	
SUPERVISOR SIGNATURE			
PERFORMANCE PLAN CERTIFICATION:			
Rater/Supv.			
Date			
Reviewer			
Date			

C. Position Information (Continued)

C13. Career Field Type - Career Field Type code is required for centrally managed positions (positions formerly known as "covered" under the provisions of AFMAN 36-606). If the position was a Career Program covered position before implementation of Career Field Management, that position is now a "centrally managed" position and should have the appropriate Career Field ID code and Career Field Type code of "2." (Continued)

Career Field Type Code	Clear Text	Definition
0	Palace Acq Coop Fellow	PALACE Acquire Coop Fellow Intern. These are centrally funded (PEC 88751A FAC 1608PA) and centrally managed intern positions hired under OPM's Cooperative Education Program authority, Schedule B, 5 CFR 213. 3202(a) or (b), for approximately 2 years or until the PAQ fellow has completed the current degree.
1	Acquis Exchange Assign	This code is no longer used. If you have positions with this Career Program Type, please contact the Functional Program Manager to determine the appropriate code.
2	Career Essential Posn (formerly Centrally Managed)	Career Essential Positions. These are Career program covered/managed positions. For assistance in determining if a position falls under the career program coverage umbrella visit the Career Program Web Page http://www.afpc.randolph.af.mil/cp/quick/cp-index.htm .
3	Career Broadening Posn	Career Broadening Positions. These are Central Salary Account authorizations (PEC 88751A FAC 1608CB) that are centrally managed by the Civilian Force Management Directorate (AFPC/DPK), and administered by designated Career Program PALACE team members.
4	Cadre Reserved Posn	This code is no longer used. If you have positions with this Career Program Type, please contact the Functional Program Manager to determine the appropriate code.
5	Intern Position Other	Intern positions that do not fall within the PAQ, Copper Cap, PALACE Knight and PALACE Acq Coop Fellow Program.
6	Pal Acq (PAQ) Int Posn	PALACE Acquire Intern. These are Central Salary Account authorizations (PEC 88751A FAC 1608PA) that are centrally managed and by Civilian Force Management Directorate (AFPC/DPK).
7	Presidential Mgmt Fellows	PMF Program. Excepted service appointment for students who complete graduate degree requirements (master's or doctoral-level degree) from an academic institution formally accredited by an accrediting organization.
8	Copper Cap	COPPER CAP Intern. These are Central Salary Account authorizations (PEC 88751A FAC 125900) that are centrally managed by the Civilian Force Management Directorate (AFPC/DPK) and administered by the Contracting Career Program.
9	Palace Knight	This code is no longer used. If you have positions with this Career Program Type, please contact the Functional Program Manager to determine the appropriate code.
A	Long-Term Training	Employees on Centrally Managed Long-Term Training, i.e., Air Command and Staff, Air War College
Note: Under the new Career Field Management concept, update to Career Program Type is mandatory for those positions identified as "covered positions" or "Centrally Managed" under the old Career Program criteria. The majority of Career Program "covered" positions should have "2 – Career Essential Posn" coded in Career Field Type. For assistance in determining if a position should have a Career Field Type code or which code to use, please contact the Career Program Functional Manager or the SCPD Library, DSN 665-4587, for assistance.		

C. Position Information (Continued)

C13. The **Career Field Type** can be found on the cover sheet of the core doc: See yellow highlight in sample below:

AIR FORCE CORE PERSONNEL DOCUMENT				
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345	
SUPV LEV CODE:	5	COMP LEV CODE:		
TARGET GRADE:	GS-13	FLSA:	Exempt	
DRUG TEST:	No	CAREER FIELD ID:	N	
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2	
EMERGENCY ESS:	No	BUS:	8888	
KEY POSITION:	No	POSITION HIST:		
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13				
DUTY TITLE:				
ORG & FUNC CODE: CSY - Command and Staff				
1ST SKILL CODE:	75%	AKMSVC	Resource Management	
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning	
3RD SKILL CODE:				
CLASSIFIED BY: HQ AFPC/DPKD				
CLASSIFIER'S SIGNATURE		25 February 2003 DATE		
SUPERVISORS CERTIFICATION:				
I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
SUPERVISOR:				
SUPERVISOR SIGNATURE		DATE		
PERFORMANCE PLAN CERTIFICATION:				
R a t e r / S u p v .				
D a t e				
R e v i e w e r				
D a t e				
E m p l o y e e *				
D a t e				
*Signature acknowledges receipt. It does not indicate agreement/disagreement.				
PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:				

C14. Type of Appointment: Self-Explanatory

C15. Sequence Number: System generated unique position identifier

C16. Manpower Position Control Number (MPCN) – It is used to identify authorizations against a particular position. It is required to provide identification and interface capability between manpower and personnel data systems.

AFSC – Air Force Specialty Code is an alphanumeric identifier of occupational specialties of airmen and their skill levels. Ex. 2S051

C17. Functional Account Code (FAC) identifies homogeneous groupings of like tasks. The FAC and title identify the functional area in which a manpower authorization is categorized.

Program Element Code (PEC) specifies the program the position supports and is used for organizing financial resources. It represents a subdivision of programmed cost data (people, equipment, and facilities) that is related to a weapon system or support function.

C18. Personnel Accounting Symbol (PAS) identifies the organization to which a manpower authorization belongs

Organization Structure Code (OSC) identifies the internal organizational structure of a specific unit.

C19. Vice Employee – Name of employee who last held the position or will be vacating the position. If this is a new position, state “New.”

C20. Date Vice Vacating: The date the position was vacated or will be vacated. For a new position, state “N/A”

C21. Reason Vacant: State the reason the position was vacated. For example, resignation, retirement, accepted another position, etc.

C22. I/A (Quick Copy Position) if applicable – This is an identical position.

D. Conditions of Employment

D1. Personnel Reliability Program (PRP) information (if any) is available under “Other Significant Facts” in the core document.

D2. Drug Test Position. This information is available in the core document.

D3. Physical Required. This information is available in the core document.

D4. Gun/Ammo Access. This information is available in the core document.

D5. Key or Emergency Essential – Key, E-E, and Contingency-Essential (if Status of Forces Agreement (SOFA) permits) employees will generally be exempt from military mobilization obligations. Key and E-E positions are identified in Core Personnel Document and should be noted on the vacancy announcement as a condition of employment.

The Key/Emergency Essential identifiers can be found on the cover sheet of the core doc. See yellow highlight in sample below.

AIR FORCE CORE PERSONNEL DOCUMENT			
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13			
DUTY TITLE:			
ORG & FUNC CODE: CSY - Command and Staff			
1ST SKILL CODE:	75%	AKMSVC	Resource Management
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning
3RD SKILL CODE:			
CLASSIFIED BY: HQ AFPC/DPKD			
CLASSIFIER'S SIGNATURE		25 February 2003 DATE	
SUPERVISORS CERTIFICATION:			
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SUPERVISOR:			
SUPERVISOR SIGNATURE		DATE	
PERFORMANCE PLAN CERTIFICATION:			
Rater/Supv.			
Date			
Reviewer			
Date			
Employee*			
Date			

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION
AFPC/Ft. Belvoir, RPA Checkist
Reference Guide, May 2005

D. Conditions of Employment (Continued)

D6. Work Schedule. Complete using info in table below.

TABLE 128
WORK SCHEDULE

<u>Code</u>	<u>Clear Text</u>	<u>Type of Work Schedule</u>
F	FULL TIME	40 Hours or more a week
G	FT-SEASONAL	40 hours or more a week during seasonal employment
H	FT-ON-CALL	"HISTORICAL USE ONLY"
I	INTERMITTENT	On call basis
J	INT-SEASONAL	On call during seasonal employment
P	PART TIME	Less than 40 hours per week
Q	PT-SEASONAL	Less than 40 hours per week during seasonal employment
R	PT-ON-CALL	"HISTORICAL USE ONLY"
S	PT JOB SHARE	Part-Time Sharer
T	PT SNL JB SH	Part-Time Seasonal Job Sharer

D. Conditions of Employment (Continued)

D7. Air Force Supervisory Level Code - The Supervisory Level Code can be found on the cover sheet of the core doc. See yellow highlight in sample below.

AIR FORCE CORE PERSONNEL DOCUMENT			
ORGANIZATION:	SAF/IEBB	CPD NUMBER:	9P-12345
SUPV LEV CODE:	5	COMP LEV CODE:	
TARGET GRADE:	GS-13	FLSA:	Exempt
DRUG TEST:	No	CAREER FIELD ID:	N
SENSITIVITY:	Nonsensitive	CAREER FIELD TYPE:	2
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	
CLASSIFICATION: BRAC Staff Analyst, GS-0301-13			
DUTY TITLE:			
ORG & FUNC CODE: CSY - Command and Staff			
1ST SKILL CODE:	75%	AKMSVC	Resource Management
2ND SKILL CODE:	25%	ARLPLN	Program Analysis/Planning
3RD SKILL CODE:			
CLASSIFIED BY: HQ AFPC/DPKD			
		25 February 2003	
CLASSIFIER'S SIGNATURE		DATE	
SUPERVISORS CERTIFICATION:			
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SUPERVISOR:			
		DATE	
SUPERVISOR SIGNATURE			
PERFORMANCE PLAN CERTIFICATION:			
R a t e r / S u p v .			
D a t e			
R e v i e w e r			
D a t e			
E m p l o y e e *			
D a t e			
*Signature acknowledges receipt. It does not indicate agreement/disagreement.			
PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:			

D. Conditions of Employment (Continued)

D8. Type Employees Supervised. Select from dropdown menu.

D9. Formal Training Program ID. The most common centrally funded TPIDs are highlighted in blue below.

TPID	Clear Text	TPID	Clear Text
22	Special Handicapped	IB	Intern-Auditor
46	Activity Level Upward Mobility Training Agreement	IC	Intern-Comptroller/Financial Management
48	Agency Upward Mobility Training Agreement	ID	Intern-Info Systems (Computers and Communications)
51	Accelerated Training & Prom Program Entry-Level Engineers	IE	Intern-Engineering (Non-RDT&E)
54	Stay In School Schedule A213.3102w	II	Intern-Intelligence
55	Summer Aid Schedule A213.3102v	IK	Intern-Scientists & Engineers (RDT&E)
58	Work Release Program Prisoner Rehab Act Of 1965	IL	Intern-Logistics
59	Readjustment Appointment	IN	Intern-Management Analyst
69	Other Training Agreement	IO	Intern-Contracting (Copper Cap) (Centrally Funded)
82	Supervisory/Management Development	IP	Intern-Civilian Personnel
97	Summer Employment Exam	IQ	Intern-Quality Assurance
99	Other Summer Hires	IT	Intern-Management Technician
CA	Co-Op - Graduate Level	IU	Intern-Public Affairs
CB	Co-Op - Baccalaureate Level	IW	Intern-Acquisition/Contracting
CD	Co-Op - Associate Level	IX	Intern-AFRES Officer Prog
CE	Co-Op - High School Level	JA	Intern-Manpower
CO	Student Trainee Program - Other	JD	Intern-Other
CT	Career Broadening - Centrally Funded	LT	Long-Term Full-Time Training
DL	DLAMP	MD	Mid-management Development Program
EX	Executive Development Program	P7	Undergrad Cert or Diploma (Coop)
F1	Wage System Preapprentice/Helper	PA	Palace Acquire (PAQ) Intern (Centrally Funded)
F3	Wage System Shop Trainee	PK	Palace Knight Intern
F4	Wage System Helper To Worker	PN	Posn Restruc Lower Grade (Dev/Sub-Target) No Tng Plan
F5	Wage System Worker To Journey Worker	PT	Posn Restruc Lower Grade (Dev/Sub-Target) Tng Plan
F6	Other FWS Training Program	VA	Veterans Readjustment Appointment (VRA)
I5	Intern-Education Services	VU	VRA Appointee On Upward Mobility
I6	Intern-Social Actions	XB	Administrative Careers With America
I8	Intern-Security	XS	* Scientist & Engineer
I9	Intern-Special Investigations	XY	I0-Intern-Other
IA	Intern-Presidential Management Intern		

D. Conditions of Employment (Continued)

D10. Air Reserve Technician (ART) Position: Self-Explanatory.

D11. Hard-to-Fill Position: Self-Explanatory.

D12. Obligated Position: An obligated position is one to which an employee has statutory restoration rights based on active military service, compensable injury or disability when fully recovered, or return rights based on having served an overseas tour(s). If position is obligated, answer D13. If not, skip to D14.

When a position is obligated to an employee it means that he/she has entitlements to that position upon return from military service, injury, disability, or upon completion of the overseas assignment.

D13. Obligated to – If the position is obligated, enter the name of the employee to whom the position is obligated.

Obligated SSAN: If the position is obligated, enter the Social Security Number of the employee to whom the position is obligated.

If the position is obligated, the manager/PRO must ensure Part D12 and D13 are accurate and completed since this will affect how the vacancy will be advertised. The staffer announcing the vacancy must include a statement in the vacancy announcement informing interested candidates of the conditions upon selection to this position.

D. Position Information (Continued)

D14. Mobility Agreement Required: Self-Explanatory

D15. Mobility Required Reason (old DIN JCA): Career Essential Positions (formerly Centrally Managed Positions) may require the incumbent or selectee to agree to mobility. For example, if the Career Program Type is 3 - Career Broadening Position, the appropriate mobility reason code is "5 - Position Assign Requirement-Career Broadening Position."

Mobility Reason Codes and Clear Text	
Mobility Reason	Mobility Reason Clear Text
1	Condition of Employment
2	Condition of Selection
3	Condition for Executive Development
4	Flow Through Position
5	Posn Asg Reqmt-Career Broadening Posn
6	Acq Pm/Dpm of Major Defense Acq Pgm
7	Acq Critical Posn (If Code 6 N/A)
9	Not Applicable
OPR:AFPC/DPFFOH/16 Aug 04	

D16. Self-Explanatory

D17. Selective Placement Factors. Selective placement factors are special qualifications that are in addition to the minimum qualification requirements for a position. Selective placement factors are identified on the vacancy announcement and applicants who do not meet these requirements are ineligible for further consideration.

D18. Self-Explanatory

D19. Self-Explanatory

E. Acquisition Coding

Use this table to code fields E1 through E8 ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM WORKSHEET

E1. Acquisition Career Level Required

	Not Applicable	3	Senior Level III
1	Entry Level I	9	None/Unknown
2	Intermediate Level II		

E2. Acquisition Contractor Job Site

	Not Applicable	Y	More Than 50% Time Contact Site
N	50% or Less Time Contact Site		

E3. Acquisition Critical Position ID

Code	Description	AF CV Policy Restrictions	Code	Description	AF CV Policy Restrictions
1	Level I, <u>Non-Critical</u>	GS-13/Majors or below; enlisted	5	Level II, Critical, non-division head	GS-14/LtCol above
2	Level II, Non-Critical	GS-13/Majors or below; enlisted	6	Level III, Critical, non-division head	GS-14/LtCol above
3	Level II, <u>Critical, division head</u>	GS-14/LtCol above	7	Level III, Non-Critical	GS-13/Majors or below; enlisted
4	Level III, Critical, division head	GS-14/LtCol above	9	<u>Developmental</u>	GS-14/LtCol or below

E4. Acquisition Job Specialty 1

	Not Applicable	6	Contracting For Construction
1	Primarily Pre Award Oriented	8	Other Not Pre Post Award, C&P, Inst
2	Primarily Post Award Oriented	9	Unknown
3	Pri Orient Cost & Price Anal	B	Business
4	Both Pre/Post Award Oriented	C	Cost Estimating & Fin Manage
5	Pri Post/Station/Installation		

E5. Acquisition Job Specialty 2

	Not Applicable	3	Acquisition Of Info Res And MAJ Sys
1	Acquisition Of Info Resources	8	Not Acquisition Info Res Or MAJ Sys
2	MAJ Sys Acq	9	Unknown

E6. Acquisition Position Career Cat

Code	Program	Code	Program
A	Program Management	L	Life Cycle Logistics
C	Contracting	R	Information Technology
D	Industrial and/or Contract Property Management	S	Systems, Planning, Research, Development and Engineering (SPRDE), Systems Engineering
E	Purchasing & Procurement Technician	T	Test and Evaluation
F	Facilities Engineering	U	Auditing (Civ only)
H	Manufacturing, Production & Quality Assurance	V	Program Management Oversight

I	Systems, Planning, Research, Development and Engineering (SPRDE), S&T Manager	X	Education, Training & Career Development
K	Business, Cost Estimating & Financial Management		

E7. Acquisition Program Indicator

	Not Applicable	4	Acat III Or IV Acquisition Progs
1	Acat I Def Acquisition Prog	5	Non Major Non Signif Prog
2	Acat II Sig Acquisition Def Prog	9	Non Acat I, II, III Or IV
3	Acat I & II Def Acquisition Prog		

E8. Acquisition Special Assign

	Not Applicable	F	Contract Officer
A	Progm Exec Off (PEO)	G	PEO & Cntract Off
B	Program Manager (PM)	H	PM & Cntract Off
C	Deputy Prg Mgt (DPM)	J	DPM & Cntract Off
D	Sr Cntract Off (SCO)	K	SCO & Cntract Off
E	Ed, Tng, Car Dvl Psns	L	Deputy Program Executive Officer

F. Funding

F1. PCS Costs will be authorized for all Career Essential (formerly Centrally Managed) positions. If the position is a Career Essential position, select "Yes--Centrally Funded" from the drop down menu.

If you are unsure whether the position you are filling meets the criteria of a Career Essential position, you must coordinate this with the [Career Field Manager](#) prior to submitting the RPA.

F2. Recruitment Bonus: Self-Explanatory - provide all information requested

F3. Relocation Bonus – A relocation bonus is a monetary incentive to increase the interest of high quality employees required to PCS to fill positions that are determined to be hard to fill. Each bonus paid must be based on a determination that the office with the vacancy would encounter difficulty in filling the position without the bonus. This decision must be made prior to initiating the fill action and subsequent announcement(s).

There are two types of relocation bonuses:

- 1) Local Relocation Bonus. Follow [AFI36-802](#) Chapter 4 & Local procedures apply;
- 2) Centrally Funded Relocation Bonus. The Centrally Funded Relocation Bonus Program is centrally funded, managed, and administered by the Air Force Personnel Center's Civilian Force Management Directorate (AFPC/DPK). The relocation bonus applies to internal Air Force Candidates and may be used for competitive fill actions, management reassignments, and non-competitive re-promotions. Approval authority resides with the Air Force Personnel Center, Civilian Force Management Directorate as the central manager of the program.

Procedures to follow in documenting the RPA Checklist Part F3.

- 1) Local Relocation Bonus. If management has determined that a local relocation bonus will be paid, the PRO/manager must select the Local Relocation Bonus and the amount of the bonus to be paid.
- 2) Centrally Funded Relocation Bonus Program. If management wants to pursue a centrally funded relocation bonus, the manager must coordinate this with the [Career Field Manager](#) prior to submitting the RPA. To do this, the manager/PRO must first determine that the position is a centrally managed position and then follow the steps below:
 - a. Compose an email to the [Career Field Manager](#) (*see Note below).
 - b. Identify the RPA Number, Position Title, Series, Grade, and location of the position being filled.
 - c. Provide a brief explanation of your request.
 - d. The Career Field Manager approves or disapproves the request and responds to the manager/PRO.
 - e. If the request is approved, the manager/PRO completes Part F3 and attaches the email approval to the RPA

(*Note: If the Manager/PRO does not know the email address of the Career Field Manager, go to the Career Field Web site <http://www.afpc.randolph.af.mil/cp/contact.htm>. Once you spot the appropriate Career Field, click on the Acronym in the email column.)

F4. Special Recruitment: Provide all information requested.

F5. Superior Qualifications Funds. Provide all information requested.

G. Priority Clearance/Salary. For AFPC/CPF Use Only

H. Recruitment Sources - Internal (See matrix for centrally managed recruitment info)

H1-3. Recruitment Sources: Self-Explanatory

H4. Temporary Promotion. CPFs may noncompetitively temporarily promote an employee for up to 120 days to a centrally managed position. The CPF must notify the appropriate [Career Field Manager](#) of such action. Temporary promotion to a centrally managed position beyond 120 days requires that competition be applied.

H5-7. Self-Explanatory

H8. Alternate Certification: For centrally managed positions, refer to the Career Field Matrix. Some career fields allow for the use of Alternate Certification in some cases; however, you must coordinate this with the [Career Field Manager](#) prior to submitting the RPA.

Alternate Certification

In order to streamline staffing procedures and reduce amount of time spent by supervisors reviewing records of eligible promotion candidates, the Air Force initiated the Alternate Certification procedure.

When filling a position you may be advised that you can utilize this alternate method. Should you opt to use the Alternate Certification procedure, you are not required to go through the *pro forma* certification procedure if a candidate you wish to select is among the group which would be certified. You are advised that the candidate may be offered the position and can finalize the action promptly. Should you not wish to use this system, a regular [Merit Promotion Certificate](#) is issued to you.

This time-saving flexibility for staffing positions may only be implemented after obligations to [negotiate](#) with the local union have been met and prior approvals have been obtained from the appropriate career field manager.

References:

[AFMAN 36-203](#),
Staffing Civilian
Positions

Related Topics:

[Referral Under Merit
Promotion Program](#)

[Merit Promotion
Program](#)

I. Recruitment Sources - External For Centrally Managed Positions refer to the Career Field Matrix. Some career fields allow for the use of external recruitment sources in some cases; however, you must coordinate this with the [Career Field Manager](#) prior to submitting the RPA.

I1-16. Recruitment Sources. Self-Explanatory

J. DEO/DEU E-Mail Addresses. Info Only

K. Miscellaneous: Provide additional info as required.